

City of Woodstock

12453 Highway 92, Woodstock, Georgia 30188
770-592-6003 • 678-388-6361 (Fax)
www.woodstockga.gov

REQUEST FOR PROPOSALS For Pest Control Services

**RFP NUMBER
2016 - 01**

For all questions about this RFP contact:

Crystal L. Welch, Budget Analyst
770-592-6000 Ext 1203

RELEASED ON:

July 17, 2015

DUE ON:

August 4, 2015 by 3:00 P.M. Eastern Standard Time

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1.0 INTRODUCTION

1.1 Purpose of Proposal

The City of Woodstock is accepting proposals from qualified contractors to provide full treatment pest control services for City of Woodstock, Georgia facilities.

Interested parties must submit proposals (3 hard copies) to the City of Woodstock Finance Department by the due date for their proposals to be considered.

1.2 Schedule

This Request for Proposals is scheduled as follows:

July 17, 2015	Release of RFP
July 29, 2015, 10:00 A.M.	Mandatory Pre-Bid Meeting
August 4, 2015, 3:00 P.M.	Proposals due date
August	Contract award

1.3 Communications with Staff

From the issue date of the solicitation document and until a Contractor is selected and the selection is made public, Vendors are not allowed to communicate for any reason with any City staff except through the Budget Analyst named in this document or during the bidder's/offeror's conference, or as provided for existing contracts.

For violation of this provision, the City may reject any bid/proposal of the offending bidder/offeror or initiate suspension/debarment proceeding with respect to the offending vendor or bidder/offeror.

1.4 Questions & Answers

All questions concerning this RFP must be submitted via email or writing to the City's Budget Analyst:

Crystal L. Welch
12453 Highway 92
Woodstock, Georgia 30188
clwelch@woodstockga.gov

No questions other than written will be accepted. Answers to written questions along with necessary corrections or additions thereto, will be sent to all responding vendors in an email notification.

2.0 SCOPE OF WORK

2.1 Type of Good/Service and Objectives:

The City of Woodstock is accepting proposals from qualified contractors to provide full treatment pest control services for City of Woodstock, Georgia facilities.

Under this Proposal, pest control is the use of properly registered pesticides and/or the use of approved devices at scheduled times and at pre-planned intervals to provide adequate and acceptable levels of insect and rodent population suppression at the City premises covered by this Proposal.

The Contractor shall furnish all labor, tools, materials, and equipment necessary to accomplish the full treatment pest control services for all areas and buildings specified herein including all rooms, closets, toilets, kitchens, hallways, stairwells, attics, elevators, plus any other building portion or part not specifically described herein.

Full treatment pest control services will include inspection and treatments for rats, mice, cockroaches, ants, moths, and silverfish plus any other pests not specifically excluded from the contract. Rat and mouse infestations located in burrows in the ground adjacent to buildings are included. If any pests are discovered by City personnel, the Firm will respond within 24 hours after notification to correct the situation. This proposal does include termite control services for specified locations.

When necessary to install rodent bait boxes, the Contractor will supply a written report to the City which indicates the box location, date of installation, and removal.

Services will be performed by the Contractor during regular hours of operation in the various buildings, except when special conditions require servicing to be done when a building or area is vacated after regular working hours or on weekends. There will be no additional charge for this service. Sites requiring normal hour's service are designated on the Pricing Schedule.

The Contractor is to coordinate all work with the City of Woodstock Facilities Maintenance Manager for the area being treated and with an inspection and service schedule at the start of the treatment program. Any deviation from this schedule is to be reported immediately to the affected department. A City representative must sign a service ticket to authenticate that service was performed for each building. A copy of this signed statement must be included with each monthly invoice.

2.1.1 The proposal should include:

1. Firm Information - Firm, Name, Authorized Signature, Business Address, Name and Title (type or print), Phone and Fax Number, Date, Principal of Company (Eg., Name of President, General Partner, Owner, etc.), Contractor's Federal Tax I.D. No.State Pest Control License No. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.

2. Summary of your understanding of the services and your approach to it.
3. Overall experience in providing pest control services.
4. Current number of employees.
5. Annotated list of references (with addresses and telephone numbers) which the bidder provides pest control services similar in scope and nature to the Work required in this bid.
6. Individual Bid Prices must be submitted for each site listed as listed in Appendix A. Prices must be firm for the entire contract period and each consecutive contract period(s) if the City exercises the option to extend the contract.
7. The Contractor shall be licensed by the State of Georgia to provide pest control in the categories specified in this contract.
8. A copy of the firm's Certificate of Insurance indicating Worker's Comp/Employer's Liability Insurance.
9. List of clients for which the firm performs similar work.

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Address proposals to:

City of Woodstock
Attn: Crystal L. Welch
12453 Highway 92
Woodstock, GA 30188

Please **indicate the RFP Number** on the outside of the envelope.

2.2 Specifications, Terms and Conditions

1. The City of Woodstock hereby requests proposals for the service inclusive of pest control and termite services for all City premises listed in this proposal.
2. The term of this full service contract shall be for a period of three (3) years, commencing on a mutually agreeable date and ending three (3) years later. The contract may be extended additional one (1) year periods not to exceed five (5) consecutive years by agreement of both parties.
3. City of Woodstock reserves the right to evaluate the firm's qualifications. Only those firms who, in the opinion of the City of Woodstock, meet the

minimum necessary qualifications will have their price and contract/agreement proposal evaluated.

4. License Requirements: Firms shall furnish with the proposal documents a copy of the appropriate certification.
5. Termination: The contract will be subject to the terms and conditions included in the Service Agreement. The City of Woodstock reserves the right to cancel due to nonperformance or violation of contract terms.

2.3 Facilities Included

Woodstock Annex
12453 Hwy 92
Woodstock, GA 30188

Chambers Building
8534 Main Street
Woodstock, GA 30188

Parks & Recreation Office
105 East Main Street
Suite 146
Woodstock, GA 30188

Economic Dev./DDA Office
105 East Main Street
Suite 142
Woodstock, GA 30188

Fire Station #14
225 Arnold Mill Road
Woodstock, GA 30188

Fire Station #10
105 Wigley Road
Woodstock, GA 30188

Public Works Building–A
(Streets)
210 Bell Place
Woodstock, GA 30188

Public Works Building–B
(Water/Sewer & Stormwater)
210 Bell Place
Woodstock, GA 30188

Wastewater Treatment Plant
228 Arnold Mill Road
Woodstock, GA 30188

William G. Long Senior Center
223 Arnold Mill Road
Woodstock, GA 30188

Magnolia Hall
108 Arnold Mill Road,
Building C
Woodstock, GA 30188

Magnolia Thomas Restaurant
108 Arnold Mill Road,
Building A & B
Woodstock, GA 30188

Dupree Park Concession Stand
Neese Road
Woodstock, GA 30188

In addition to the individual units, all common areas including hallways, stairwells, public restrooms, offices, recreation areas, kitchens, laundry rooms, garbage rooms, stock

rooms, workshops, closets, and the exterior perimeter of the first floor of the buildings shall be treated.

Facilities highlighted include termite services.

2.4 Contractor Responsibilities

The Contractor is responsible for the implementation of the pest control programs required by this contract. The Contractor is responsible for providing pesticide applicators that have been trained and certified by a properly designated State lead agency as competent to handle and apply the classes of pesticide products necessary to implement the pest control programs required by this contract.

The Contractor is further responsible for the pest control programs required under this contract fully complying with the applicable Federal, State, and local pesticide laws and regulations within the legal jurisdiction that the premises covered by this contract are located.

The Contractor shall report to the Facilities Maintenance Manager any evidence or conditions conducive to pest infestation, which is not covered in the contract, at the time such condition is first noticed.

The Contractor shall provide one call-back service per month per facility at no additional charge to the City. Call-back service will be request by City when previous treatment fails to control the pests specified herein.

All insecticides, rodenticides, and bait stations shall be removed from the premises covered by this contract at its conclusion. Written certification of such removals shall be submitted to the Facilities Maintenance Manager.

2.5 Pesticide Products

No pesticide shall be used in any pesticide program required by this contract in any manner inconsistent with its labeling. All pesticides used in the pest control programs covered by this contract shall be properly labeled for the control of the target pests against which they are being used and label instructions shall be strictly adhered to.

2.6 Pest Control

The Contractor shall be licensed by the State of Georgia to provide pest control in the categories specified in this contract. All works shall be done under the superintendence of a State of Georgia certified, responsible individual, in accordance with Federal, State, and laws and requirements. All pesticides shall be procured, processed, handled, and applied in strict accordance with the manufacturer's label which shall be registered with the Environmental Protection Agency and applicable State Lead Agency for enforcement of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

Contractor shall be responsible for providing all Material Data Safety Sheets for each chemical which will be used. (Additional copies of the material data safety sheets must be provided to the personnel at each location.)

2.7 Chemicals Proposed

List each chemical/pesticide which Bidder proposes to use, and specify each task required in the Specifications for which that chemical/pesticide is to be used. Pursuant to Section 1910.1200, the OSHA Hazard Communication Standard, attach a separate Material Safety Data Sheet (MSDS) form for each such chemical/pesticide.

3.0 OTHER ITEMS

3.1.1 Confidentiality

Service Provider on behalf of itself and its employees agrees to keep confidential all records and other information with respect to City of Woodstock, its citizens and customers. However, if the service provider is required to produce any such information by order of any governmental agency, other regulatory body or as required by the Georgia Open Records Act, it may, upon not less than five (5) days written notice to the city, release the required information.

3.1.2 Data Ownership

All records, data, files, input materials, reports, forms and other data received, computed, developed, used and/or stored pursuant to this agreement are the exclusive property of City of Woodstock. All such records and other data shall be furnished without additional charge, except for the actual processing costs, to City of Woodstock in available machine-readable form promptly upon termination of this agreement for any reason whatsoever. Furthermore, upon City of Woodstock's request at any time or times while this agreement is in effect, Service Provider shall promptly deliver to City of Woodstock at no additional cost, any or all of the data and records held pursuant to this agreement, in the form as requested by City of Woodstock.

3.1.3 Rejection of Proposals/Cancellation of RFP

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject proposals **that do not contain all elements and information requested in this document**. The City reserves the right to cancel this RFP at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

3.1.4 Proposal Withdrawal

A submitted proposal may be withdrawn **prior** to the due date by a written request to the Public Works Director. A request to withdraw a proposal must be signed by an authorized individual.

3.1.5 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

3.1.6 Contract Acceptance

In case the Undersigned is notified of award of contract he agrees to execute a contract substantively similar to the scope of work contained herein within three (3) calendar days following the issuance of a Notice of Award.

3.1.7 Award

Award shall be made to the lowest responsible and responsive bidder upon approval and acceptance of the agreement by the City Attorney and final approval by the Woodstock City Council. The Woodstock City Council reserves the right to reject any and all bids if it is deemed to be in the best interest of the City.

3.1.8 Bid Acknowledgement

The Undersigned hereby agrees that this bid may not be revoked or withdrawn after time set for opening bids, but shall remain open for acceptance for a period of thirty (30) days following such time.

The Undersigned hereby offers to furnish all materials, supplies, equipment, labor and supervision necessary to provide pest control services at various City sites in accordance with the terms, conditions, provisions and specifications of this request for proposal.

Bidder Company

Authorized Signature

Print Name

Appendix A

BUILDING LOCATION SQUARE FT. MONTHLY COST

Woodstock Annex
12453 Hwy 92
Woodstock, GA 30188

Square Footage (est.)	Monthly Cost for Pest Control	Annual Cost for Termite
35,000	\$	Not Applicable

Chambers Building
8534 Main Street
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	

Parks & Recreation Office
105 East Main Street
Suite 146
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	

Econ Dev/DDA Office
105 East Main Street
Suite 142
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	

Fire Station #14
225 Arnold Mill Road
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	Not Applicable

Fire Station #10
105 Wigley Road
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	\$

Public Works Building – A (Streets)
210 Bell Place
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	Not Applicable

Public Works Building – B (Water/Sewer & Stormwater)
210 Bell Place
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	Not Applicable

Wastewater Treatment Plant
228 Arnold Mill Road
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	Not Applicable

William G. Long Senior Center
223 Arnold Mill Road
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	Not Applicable

Magnolia Hall
108 Arnold Mill Road, Building C
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	\$

Magnolia Thomas House Restaurant
108 Arnold Mill Road, Building A and B
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	\$

Dupree Park Concession Stand
Neese Road
Woodstock, GA 30188

Square Footage	Monthly Cost for Pest Control	Annual Cost for Termite
Unknown	\$	Not Applicable

Total Cost Per Month for all Facilities: \$_____ (for pest control not including termite)

Total Annual Cost for Termite Services: \$_____

3.0 PROPOSAL FORMAT

1. Contractor Information Form – Exhibit A
2. Completed Exhibit B: E-Verify Affidavit
3. A copy of the contractor's valid state issued license.
4. A copy of the firm's Public Liability Insurance, Workers' Compensation and Commercial General Liability Insurance.
5. Annotated list of references (with addresses and telephone numbers).
6. Itemized Fee Proposal in a **separate sealed envelope** attached to the RFP.

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Address proposals to:

**City of Woodstock
Attn: Crystal L. Welch
12453 Highway 92
Woodstock, GA 30188**

Please **indicate the RFP Number** on the outside of the envelope.

3.1 Terms and Conditions

6. The City of Woodstock hereby requests proposals for the goods and services inclusive of the scope of work listed.
7. City of Woodstock reserves the right to evaluate the firm's qualifications. Only those firms who, in the opinion of the City of Woodstock, meet the minimum necessary qualifications will have their price and contract/agreement proposal evaluated.
8. All proposals, fee schedules and other documents furnished to the City of Woodstock are subject to the Georgia Open Records Act.

4.0 OTHER ITEMS

4.1 Rejection of Proposals/Cancellation of RFP

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City.

It is also within the right of the City to reject proposals **that do not contain all elements and information requested in this document**. The City reserves the right to cancel this RFP at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

4.2 Proposal Withdrawal

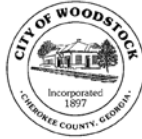
A submitted proposal may be withdrawn prior to the due date by a written request to the Budget Analyst. A request to withdraw a proposal must be signed by an authorized individual.

4.3 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

EXHIBIT A CONTRACTOR INFORMATION FORM

See following page.



City of Woodstock

CONTRACTOR INFORMATION

Firm Name: _____

Contact
Person: _____

Firm Address: _____

Phone: _____

Fax: _____

Email: _____

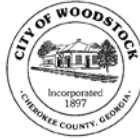
With this packet, please also provide a W-9 and Certificate of Insurance for the company/firm.

Signature – Authorized Officer or Agent

Date

EXHIBIT B E-VERIFY AFFIDAVIT WITH INSTRUCTIONS

See following page.



City of Woodstock

INSTRUCTIONS

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify/Company ID Issued by the E-Verify Program

Federal Work Authorization User Identification Number

Date E-Verify/Company ID was issued by E-Verify

Date of Authorization

Contractor's Company/Firm Name

Name of Contractor

Name of project or type of service provided

Name of Project

City of Woodstock, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201__ in _____ (city), _____ (state).

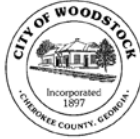
Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the _____ day of _____, 201__,

Notary Public

My Commission Expires



City of Woodstock

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Woodstock, Georgia (the "City") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me this the _____ day of _____, 201____,

Notary Public

My Commission Expires